

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, March 30, 2016, 5:30pm
The Ranch House Meeting Room

A regular meeting of the Executive Board Members of the River Valley Ranch Master Association, in the county of Garfield, State of Colorado was held on Wednesday, March 30, 2016 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

Executive Board of Directors

Ron Rouse, President
Jim Noyes, Vice-President
Todd Richmond, Treasurer
Yvonne Perry, Secretary
Lani Kitching, Director-at-Large
Scott Darling, Director-at-Large
Jack Gausnell, Director-at-Large

Management Representatives

Ivan Perrin, Executive Director
Suzie Matthews, Finance and Fitness
Pamela Britton, HR, Governance and DRC
Brenda Bamford, Member Services and IT

Homeowner Attendees

Pam Porter

Call to Order

RVR Executive Board President, Ron Rouse called the meeting to order at 5:30 pm. A quorum was established.

Approval of Agenda

Directors Noyes and Perry moved and seconded to approve the agenda. The motion passed unanimously.

Consent Agenda

Directors Perry and Noyes seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of February 26, 2016. The motion passed unanimously.

Public, Board, and Staff Comment

- Board Vice-President, Jim Noyes related a story about misinformation related to the Fishing Pond as an FYI for staff.
- Board Director Lani Kitching noted that she observed a couple of youngsters throwing a trout line into the pond on the far side, and suggested that care should be taken when cleaning the pond.
- Executive Director Ivan Perrin presented the idea of reducing the monthly Board Financial Packet by eliminating the supplemental schedules. Ivan plans to confer with Board Treasurer, Todd Richmond, prior to implementing this plan. Board Director Scott Darling asked if there has ever been a time when those supplemental schedules proved to be valuable during a Board meeting. Board President Ron Rouse said that with the reduction of the Financial packet, there will be an expectation that Board members read the financials prior to the meeting.

- RVR Homeowner Pam Porter expressed a concern about the temperature of the lap pool which is raised in order to accommodate the Water Aerobics group on the days they use the lap pool. Pam indicated that the higher temperature is not conducive to the needs of the lap swimmers. President Ron Rouse suggested that staff look into this issue and provide some recommendations of how to best serve the needs of all lap pool users.

Announcements

- **DRC Meeting** – March 24th, 9:00am
- **Brain Train** – March 25th, 5:30pm
- **Easter Party** – March 27th, 10:00am
- **Board Meeting** – March 30th
- **Political Sign Deadline to Remove** – March 31st
- **Deer Fencing Extension Deadline to Remove as Extended by Executive Director** – May 1st
- **Joint Care Lecture** – April 6th, 9:15am
- **DRC Meeting** – April 7th, 9:00am
- **DRC Meeting** – April 21st, 9:00am
- **Ivan’s Birthday Golf Tournament**-April 26th, 10:30 am
- **Board Meeting** – April 27th, 5:30pm
- **Planning Session**- May 4th 4:00 -6:00
- **Pool Opens** – May 27th
- **Annual Hot Dog Give-Away** – May 28th

Committee Reports

- Design Review Committee Meeting
 - March 3, 2016
 - March 24, 2016

There was no comment on the Committee Reports. Pam provide a brief update on construction and DRC activity at RVR.

Senior Staff Report

General Update from Executive Director, Ivan Perrin

Templates such as Request for Proposals, governance, rules, violations, invoicing, etc. are being updated to include relevant legal verbiage and reference the appropriate sections from RVR governing documents. One of our goals is to provide information, manage, and govern, in a manner that

prevents excess or unneeded e-mails/communication. At some point this fall, after we have done our revisions, there will be a standard operating procedure manual submitted to the President for review and comments.

Another focus that has arisen as ED is to evaluate each task in itself to decide whether it fits into the category of "Entire membership's interest."

The current chosen line of communication/organizational chart is for everything to go from Ron to Ivan, and Ivan to Ron. There is one exception to this operating procedure, 1) during the period of learning the RVR systems, Ron and the New Treasurer can go directly to Suzie, Finance Director, with any and all financial questions while copying Ivan.

Senior Staff Performance reviews are scheduled for the end of March. Each of the Senior Staff along with Ron Rouse will be evaluating my performance. All reviews will be available to Ron Rouse. The RVRMA, Old Town, and Settlement Contracts for Lawn care were awarded. Four Seasons was awarded RVRMA and Old Town. Valley Lawn was awarded the Settlement Contract. I will be contacting any homeowners in the Settlement who do not have 36's of gate access for mower equipment to the back yard.

I have eliminated the RFP 400 due to the fact that we have hired an in house, part time seasonal person to care for the beds on the Master HOA. I have started the process of evaluating and Noxious Weed Control contracts. Contractors to be selected just following this meeting date.

I have made a recommendation to the DRC to propose amending the RVRMA Design Guidelines Deer Fencing permanent take down date be changed from May 1st to May 15th. They will review this recommendation at their April 7th meeting.

***Respectfully Submitted,
Ivan Perrin, ED***

Finance

- **Budget –See budget to actual notes.** No extraordinary items other than the previously discussed and expected Personnel overages. Increase in D&O premium was expected to go up.
- **Financial Reports –** Enclosed
- **Capital Reserve –** Enclosed
- **RVR Property Sales and Closings –**After a frenzy of activity in the first two months of year the closing volume seems to be back to normal volume.

Governance

- **DRC** – There continues to be very brisk DRC activity including new construction and remodel proposals, and smaller scale projects including solar panel installation. Current construction projects are generally proceeding on schedule. One new project broke ground in March; three more are anticipated in late April/early May.

The Design Review committee members have completed a review of our DRC process. The Preliminary and Final Submittal checklists have been updated to improve the quality and completeness of project submissions.

Human Resources

- **Continuing Education and Training** – 2016 training programs have been scheduled: Certified Pool Operator certification for Juan Carlos and Jaime; First Aid/CPR certification for 12 key staff members; CPR, fire, and safety training for all staff, including seasonal staff; lifeguard course. Other job specific training is also being delivered to Front desk and maintenance staff. Ivan is scheduled for MC 100 this summer.
- **HR Practices** –Policies on PTO and Flex time will be added to the Handbook when reviewed and approved by the Executive Board.
- **Licensing and Registration** –Suzie, Pam, and Brenda are completing advanced coursework in finance, facilities management, risk management, and governance. Ivan has his apprentice license.
- **Professional Development** – Pam and Brenda have been invited to present at the upcoming Spring Showcase CAI conference on April 22nd in Denver on the topic of ‘Continuous Improvement’.

Member Services

- **Art** - Photographer Kaelin Bamford is the featured artist for March. The April installation will feature the work of a local artist group, Alaprima, who work has been displayed recently at the Third Street Center, Town Hall, and the Village Smithy.
- **Communication** – The Weekly News, Tennis News, and Business Buzz are all being produced on schedule and continue to serve as important points of communication with our owners.
- **Programming** –Participation in spring programming is steady. Staff is gearing up for summer programming including preparing for pool and tennis court conditioning and maintenance.
- **Events** – The next events include the ‘BrainTrain’ on March 25th which will introduce community members to a new local resource for families who are dealing with Alzheimer’s, and the annual children’s Easter Egg Hunt on March 27th. A ‘Joint Care’ lecture will be presented on April 6th. Ivan is

having a birthday golf tournament “Mister Ed’s 50th Year” on April 26th, email him if you want to join the fun.

Operations

- **Site/Landscape – Four Seasons was awarded the Lawn Contracts for RVRMA and Old Town. Valley Lawn was awarded Lawn Contract for Settlement.**
- **RVR Irrigation H2O** – An analysis of unallocated cost was prepared for informational board purposes. The analysis shows an expected increase in order to recover unallocated cost for the year of 2017
- **Orchard Park-** The monkey bars at Orchard Park have been removed for safety reasons. The replacement piece is being discussed with the Town of Carbondale.
- **Snow Removal** – Season is about over. Aspen Grove was a reliable snow removal contractor with only one complaint.
- **Pickleball** – At the TOC Parks and Recreation meeting it was decided to allow RVR to paint over the pickleball lines in order for Triangle Park to be utilized for sanctioned USTA events. The cost recovery of \$1600.00 is being handled by donations.

Organizational Systems and Tools

- **Technology** – Brenda has assumed the role of ‘technology expert’ for the staff and is systematically providing technology-related support for the team.
- **Website** –The website has been updated for the New Year. A few more documents will be posted as we receive them from sub-associations and other information sources.

Brenda and Pam are leading the clean-up of the administrative side of our website to improve document and image archiving and access.

Sales for the Business Directory are starting to pick up again under the direction of Jessica Hennessey.

Old Business

- **Informational Item Pending Litigation**

On February 19, 2016, Ms. Erin Mattice, a former RVRMA employee, filed a lawsuit against RVRMA In the United States District Court for the District of Colorado (Civil Action No. 1:16-cv-00414-REB-MJW).

Ms. Mattice alleges that she was discriminated against after she had a child. The suit was filed after neither the State nor Federal employment commissions opted to act on Ms. Mattice's complaints to them. The claims of Ms. Mattice are strongly denied by RVRMA, which is proud of its history of working with all employees to help them achieve a work-life balance. RVRMA is defended in the action by legal counsel, fees for whom are paid by our insurer. Because the matter is in litigation, the Board will be limited in its ability to make specific comments on issues and questions about the case.

New Business

- **Litigation Committee**

Ronald Rouse, Board President announced that he, James Noyes, Board Vice President, Scott Darling, Board Member and Ivan Perrin, Executive Director are hereby appointed as the Board Litigation Committee. The Board President will evaluate the need to create a 'Committee Charter' for this committee.

Pam provided background related to Committee Charters at RVR. She indicated that there is nothing in our By-Laws or other governing documents that require the creation of a Charter for a standing or ad-hoc committee. As a practice, Charters have been created for Committees and they address the Committee's charge, whether it has any funding, who sits on the Committee, and the conditions under which the Committee is disbanded.

President Ron Rouse, suggested that staff provide a draft charter. If it is determined that a Charter is needed, the Board President and other Board members as determined will develop and present a Charter at a future Board meeting.

- **Board Member Resignation**

Directors Noyes and Kitching moved and seconded the following **Draft Motion A**. Discussion was held. The motion passed unanimously.

Draft Motion A: Resolved that the RVRMA Executive Board hereby accepts Bob Schoof's resignation as an RVRMA Executive Board member and Treasurer.

- **Board Member Appointment**

Directors Noyes and Kitching moved and seconded the following **Draft Motion B**. Discussion was held. The motion passed unanimously.

Draft Motion B: Resolved that the RVRMA Executive Board hereby appoints Scott Darling as an RVRMA Executive Board member to fill the remaining term of former RVRMA Board member Bob Schoofs, which term will conclude in July 2018.

- **Election for RVRMA Treasurer**

Directors Noyes and Kitching moved and seconded the following **Draft Motion C**. Discussion was held. The motion passed unanimously.

Draft Motion C: Resolved that the RVRMA Executive Board hereby elects RVRMA Executive Board member Todd Richmond as RVRMA Board Treasurer.

- **Design Guidelines Amendment**

Directors Noyes and Kitching moved and seconded the following **Draft Motion D**. Discussion was held. The motion passed unanimously.

Draft Motion D: Resolved that the RVRMA Executive Board hereby adopts the Design Review Committee's recommended amendments to Appendix C and Appendix D of the RVR Design Guidelines.

- **Authorization to Qualify Bidders for RFP's to Broad Leaf and Noxious Weed control Services at River Valley Ranch**

Directors Kitching and Noyes moved and seconded the following **Draft Motion E**. Discussion was held. The motion passed unanimously.

Draft Motion E: Resolved that the RVRMA Executive Board hereby authorizes Executive Director Ivan Perrin and Executive Board President Ron Rouse to identify qualified Bidders for RFP's #300, Broad Leaf and Noxious Weed Control.

- **Authorization to Negotiate and Award Broad Leaf and Noxious Weed control Services at River Valley Ranch**

Directors Kitching and Noyes moved and seconded the following **Draft Motion F**. Discussion was held. The motion passed unanimously.

Draft Motion F: Resolved that the RVRMA Executive Board hereby authorizes Executive Director Ivan Perrin and Executive Board President Ron Rouse to evaluate responses to the RVRMA RFP's #300, Broad Leaf and Noxious Weed Control.

- **Limited, Administrative Design Review Authorization for Executive Director**

Directors Kitching and Noyes moved and seconded the following **Draft Motion G**. Discussion was held. **Draft Motion G was revised by eliminating the words "An application fee of \$100 shall be charged and"**. The revised motion passed unanimously.

Draft Motion G: Resolved that the Executive Director is hereby authorized to establish an Administrative Design Review Approval Process for the purpose of efficiently handling customary and ordinary homeowner requests for approval of limited minor improvements repairs, such as perimeter fencing, satellite dish locations, replacement of diseased trees or vegetation, repainting, play equipment location/design, and similar items for existing approved residences. **(Removed: An application fee of \$100 shall be charged and)** Any Administrative Approval shall be fully documented in writing as to the location and scope of improvements, and become part of the approved plans for the site. Nothing is intended to authorize or require Administrative Approval of any request that is inconsistent, or different from, the Design Guidelines, or that represents a material deviation or modification from the previously approved plans for the site. The Executive Director, at any time, is authorized to require full Design Review submittal of a request, if in his/her professional judgment, the scope of the request warrants full Design Review Committee review and consideration.

- **Staff Benefit Agreement Between Golf, HOA**

Timeframe: April 1 – October 31

RVRMA is implementing the following Staff Benefit Program between the Ranch House and Golf operations:

Ranch House Memberships are granted to 4 Staff Individuals, or Golf and F&B operations, those names to be designated by Alden Richards at the beginning of season.

No guest passes are issued with these memberships. One Guest can accompany and pay for guest fee at front desk of Ranch House. All guest and members of the Ranch House are subject to all Ranch House Rules and Regulations. These rules and regulations are available in the Library directory of the rvma.org web page.

Golf Complimentary Green's fees are granted to 4 Staff Members of RVRMA, these staff members to be designated by Executive Director at the beginning of each season. Each Staff member is granted his or her golf green fee complimentary but is responsible for Cart fees. One guest of this RVRMA staff member (Staff member present) will receive 50% off Green fees. Food and Beverage discounts to be discussed between Alden and Phil but are not currently considered part of this operating procedure.

- **Thank you, Jim Noyes**

The members of the Board and staff presented tickets to the Jazz Aspen Music Festival as a token of thanks and appreciation for the dedicated service Jim has provided for many years as the Executive Board President and in many other roles.

Executive Session

None

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:56.